



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Requirements and Guidelines for Indiana High School Transcripts

May, 2010

Indiana Department of Education
151 West Ohio Street
Indianapolis, IN 46204

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Introduction

This document provides updated guidance for high school transcripts. It covers the items that **MUST** be included, as well as additional items that may be added at the discretion of the school. It will be regularly updated to address questions posed by administrators and counselors.

Indiana High School Transcript

A high school transcript is the official academic record of the courses and credits completed by a high school student. It may be produced in hard copy or electronic format. An official paper copy of the document contains an official signature and seal of the school. An e-transcript submitted through Docufide is also considered an official transcript.

A. Required Components

Indiana Code 20-33-2-13 (see Resources section for hyperlink or Appendix A), requires that school corporations include the following information in the official transcript of a high school student:

1. Attendance records.
2. The student's latest ISTEP+ test results.
3. Any secondary or postsecondary certificates of achievement earned by the student.
4. Immunization information.
5. Dual credit courses from the Core Transfer Library taken by the student.

A1. Attendance Records

Though the law does not specify, the Department recommends that the high school transcript show, at a minimum, the number of days a student has been absent in the school year. Schools may include additional attendance information such as attendance by semester or trimester, etc. The date of enrollment, date of graduation or date of withdrawal or exit interview should also be included.

A2. ISTEP+ Test Results

Results of the ISTEP+ Graduation Qualifying Exam or End-of-Course Assessments must be included on the high school transcript. Schools may opt to include the actual ISTEP+ numerical score which is preferred or just the results (e.g. Pass, Did Not Pass, etc).

A3. Secondary or Postsecondary Certificates of Achievement

The term “Certificate of Achievement” refers to any academic or technical award, distinction or honor the student has earned. Examples include an AP Scholars award, Certified Nursing Assistant (CNA) certificate, National Merit Scholarship and other similar awards or certificates. The decision of what awards and distinctions to list or not list on the transcript is an individual school decision. Note that a “Certificate of Achievement” does not refer to a document given to students who are not meeting graduation requirements.

A4. Immunization Information

Since required immunizations change frequently, contact your local school nurse for current requirements or review the most current immunization requirements on the Health Services page of the IDOE website at <http://www.doe.in.gov/sservices/healthservices/index.html>.

In order to comply with I.C. 20-33-2-13, a school may either list the immunizations on the transcript or place a verification statement on the student’s transcript stating, “The student’s immunization record is in compliance with I.C. 20-34-4-1.” However if the latter is done, the school must provide a copy of the student’s immunization record maintained by the school pursuant to I.C. 20-34-4-1 along with the transcript.

To ensure a student’s privacy, do not include any other health information on or with the transcript. Health records should be maintained separately from the student’s transcript. The confidentiality of health records should be strictly maintained according to federal privacy regulations.

A5. Dual Credit Courses

Any dual credit courses listed on the Indiana Core Transfer Library (see www.transferin.net/ctl) that a student takes must also be listed on the student’s high school transcript. To meet the Technical Honors Diploma and Academic Honors Diploma requirements dual credit courses do not have to be from the Core Transfer Library. However, it is recommended that dual credit courses not listed on the Core Transfer Library but completed by a student also be included on the high school transcript. Courses should be listed whether or not the student earns high school or college credits for the course.

B. Transcript Format

B1. Clarity and Legibility Issues

- Transcripts should be typed or computer-generated.
 - **No handwritten items including corrections or insertions should be included.**
- Photocopies must be clear and readable.
- State approved course titles and four-digit state course numbers should be used.

- Standard course abbreviations are suggested.
 - See column B in the “Summary of Indiana Course Titles and Descriptions,” at <http://www.doe.in.gov/publications/courses.html>.
- Course records should be listed chronologically by grading period.

B2. High School/Corporation Information

Transcript should include:

- High school name, address, phone number, Indiana Department of Education (IDOE) high school code (four digits), name and email address of a contact person, and high school website
- School corporation name, address, phone number, IDOE school corporation code (four digits), school corporation website, and corporation contact for student records
- Grading scale used by the school
- Official school seal and authorized official signature if submitting in paper format
- College Board six digit CEEB (or AI) code

B3. Student Information

Transcript should include a student's:

- Full legal name, home address, phone number, email address for student
- Gender
- Date of birth
- Student Test Number (STN)
- Name(s) of parent(s) or legal guardian(s)
- Grade level at time transcript is prepared

B4. Student Academic Information

- Schools should use Indiana state-approved course titles and four-digit course numbers (or approved non-standard course titles):
 - See list at www.doe.in.gov/publications/courses.html
 - Course codes may also be found at http://www.doe.in.gov/stn/pdf/subject-and-level_codebook10.pdf
- All courses to be counted toward a student's diploma requirements must be listed on the high school transcript with grades and credits (including PE and Health courses) and factor into the cumulative GPA
- Designation of diploma type awarded should be included:
 - General
 - Core 40
 - Core 40 with Academic Honors
 - Core 40 with Technical Honors
 - International Baccalaureate

- Cumulative grade point average (GPA) should be calculated by semester, trimester, or on an annual basis. The total number of credits earned by the student should also be listed.
- Class rank may be listed at the option of the school.
- No Pass/Fail grades are to be listed for Core 40 or Honors diploma candidates and may not be used for the 34 credits required for the General Diploma.
- The listing of course retakes, audits, etc. may be decided locally.
- Honors and/or weighted courses should be clearly identified.
- Dual credit courses should be listed according to the information in the attached Questions & Answers (Q.9).
- Credits for courses completed before grade nine should be listed according to the information in the attached Questions & Answers (Q.4).
- College Board policies (see www.collegeboard.com) suggest that PSAT and SAT scores not appear on the high school transcript. ACT policies (see www.act.org) allow schools to locally decide whether to list PLAN and ACT scores on a student's transcript.
- Testing scores such as scores for ASVAB, Advanced Placement, Work Keys or other assessments, in addition to ISTEP+ results, may be included.
- Notations referencing that credits were earned through an alternative education program, correspondence course, online course, etc. are not appropriate. If the course covers the Indiana Academic Standards required for the course, no additional notation is needed. School awards and/or honors earned in Grades 9-12 such as Salutatorian, Valedictorian, Honor's Society, etc may be listed.

B5. Special Education Students:

- No disclosure of disability should be noted on a transcript.
- Where accommodations are used to meet state course standards, grades should not be listed as adjusted or modified.
- In cases where a student's IEP allows for accommodations to help the student master the academic standards of a state-approved course, no distinction needs to be made to the course title on the transcript. For example, if a student's approved accommodations are used to help the student master the content of Algebra I, the course should be listed on the transcript as Algebra I instead of Algebra I-SP (or other differentiation).

However, if modifications or changes are made to the required course standards or content, the official state course title should not be used. In these situations, for example, a significantly modified Algebra I course should not be listed as "Algebra I" on the transcript but could be listed under a non-standard course title.

Common Questions & Answers

1. Can subjective comments or recommendations be included on the transcript?

It is not recommended. If a school wishes to provide subjective comments or recommendations for the student at the student's request, that information should be put into a separate letter.

2. How should it be recorded if a student fails a course but then retakes it and passes?

This is a local school corporation or school governing body decision.

3. How would the GPA be figured if a student fails a course but then retakes it and passes?

This is a local decision. If the grade is noted on the transcript, it should be factored into the GPA.

4. How should a high school credit earned prior to high school be recorded?

Refer to the IDOE memo on Credits Before Grade 9 on the Academic Guidance page for high school counselors at http://www.doe.in.gov/sservices/counseling/highschool/academic_guidance.html. Look under High School Course Information.

5. How are courses and outcomes for non-diploma track students recorded?

See section B5 on page 5 of this document.

6. How does a student qualify for a GQE/ECA waiver and should it or a Certificate of Completion or Achievement be identified on the transcript?

Waiver information is at [IC 20-32-4-4](#). The Department recommends that waiver information not be recorded on the transcript. A waiver simply means that the student accomplished the requirements but that a different assessment mechanism was used. Information about non-diplomas (Certificate of Completion, Achievement, etc.) can be found under the bullet titled 'Non-Diplomas' at http://www.doe.in.gov/sservices/counseling/highschool/academic_guidance.html.

7. Who can request that a transcript be sent to an institution?

A parent, or student after the student has turned 18, may request that a transcript be sent to an institution. The Family Educational Rights and Privacy Act ([FERPA](#)) permits schools to afford minor students rights in addition to those given to parents. In addition, once a student is 18 years old, the rights under FERPA transfer from the parents to the student. If a person is granted the legal status of an emancipated minor, that individual has access to his or her own record, but under FERPA, this does not remove the parents' rights unless action is taken by a court to do so. Most states define an emancipated minor as a minor who has the power and capacity of an adult. When the student attends a postsecondary institution, even if he or she is under 18 years of age, the student may review the record in the postsecondary institution.

The provisions of FERPA are as follows:

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- ***school officials with a legitimate educational interest;***
- ***other schools to which a student is transferring;***
- *specified officials for audit or evaluation purposes;*
- ***appropriate parties in connection with financial aid to a student;***
- *organizations conducting certain studies for or on behalf of the school;*
- *accrediting organizations;*
- *to comply with a judicial order or lawfully issued subpoena;*
- *appropriate officials in cases of health and safety emergencies; and*
- *state and local authorities, within a juvenile justice system, pursuant to specific state law.*

When a record is disclosed in the types of situations indicated above, the originating agency must note in the record the names of the parties who received the information and an explanation of the legitimate educational interest under the record was disclosed. FERPA requires agencies or schools to account for all education records release, indicating the reasons the information was provided and who received it. These explanations must be recorded in the student's record and maintained there until the agency destroys the record.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible

students annually of their rights under FERPA. The actual means of notification (e.g., special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance on FERPA, call (202) 260–3887.

8. What immunization records need to be part of the transcript and where are they available?

Required immunizations change frequently. Contact your local school nurse for current requirements or review a copy of the most current immunization requirements posted on the Health Services page of the IDOE website at <http://www.doe.in.gov/sservices/healthservices/index.html>. To insure a student's privacy, do not include any other health information on the transcript.

Parent permission must be on file before any part of the student's record can be accessed or recorded outside of the school's permanent or health records. Please see <http://www.doe.in.gov/sservices/healthservices/> for a copy of a parental permission form.

9. How should dual credits be listed on the transcript?

See Question 8 on the Indiana Dual Credit Q & A at <http://www.transferin.net/High-School-Students/Dual-Credit.aspx>. High schools may use several methods of listing dual credit courses on a high school transcript:

1. One method is to use the appropriate state-approved "Advanced, College Credit" high school course title:
Advanced Business, College Credit
Advanced Mathematics, College Credit, etc.
Course titles may be abbreviated (e.g. Adv Eng, CC) and may be used in conjunction with the college course title and number (e.g. Adv Soc Studies CC/HSY122).
2. Another method is for schools to use a combination of the college course title and the appropriate state-approved high school course title if it has been determined that the dual credit college course meets the Academic Standards for the corresponding high school course. For example, a college-level American History course – HSY 122 from Ivy Tech Community College - may appear on the high school transcript as "US History/HSY 122 Ivy Tech." In these instances, the state-approved high school course title should be listed first, followed by the college course number and any other identifying information if space is available on the transcript).

3. When space on the transcript is limited, it is permissible to put an asterisk or subscript notation on the high school course title and list more details about the dual credit course in a “miscellaneous” or “notes” section of the transcript.

10. How should credits earned through a virtual environment, credit recovery situation, or credits earned by demonstration of proficiency be recorded on the transcript?

These courses should be noted the same way you would record classes taken traditionally as long as they cover the respective content in the Course Description and Academic Standards. No additional notations should appear beside these courses since student's had to have met course standards in order for credit to be awarded.

11. If a student tests out or demonstrates proficiency without taking a course, how should it be noted on the transcript?

How or if it is recorded on the transcript is a local decision. However, only those courses listed on a HS transcript with grades and credits count for graduation. The State Board of Education made this decision several years ago because grades are taken into account when determining a student's GQE waiver and status for financial aid. For example, if a student tests out of Algebra I and you put credits but not grades on the HS transcript, those credits would not apply toward the graduation requirements and that student would need three more years of Core 40 math courses to meet the Core 40 requirement.

12. If a student completed Algebra I in middle school and has met the required 8 credits for the AHD (without counting the Algebra I credits), would the Algebra I course have to be included on the transcript and would the GPA have to be factored into the student's cumulative GPA?

Technically, Algebra I credits don't have to appear on a student's high school transcript as long as he or she has six math credits in courses at a higher level than Algebra I. Of course, the student will have to take and pass the Algebra I ECA to graduate as well.

13. Can a student take a class for a pass/fail grade if they are trying to earn the General Diploma?

Pass/Fail grades are not permitted on transcripts for students earning Core 40 or Honors diplomas. Since the GQE waivers require grades of “C” or higher the 34 required and elective courses that count for the GQE waiver could not be Pass/Fail. P/F grades may be used with the General Diploma as long as they are in addition to

the 34 required and elective courses that count for the GQE waivers. Physical education and health are both required courses so P/F is not an option for any diploma.

14. Should SAT or PSAT scores be listed on a high school transcript?

The College Board's SAT Program recommends that schools do not place PSAT or SAT scores on students' high school transcripts that are sent to colleges but instead encourage students to ask the College Board to send official scores to colleges. See <http://professionals.collegeboard.com/testing/sat-reasoning/scores/policy> for more information. Schools that list testing scores on a high school transcript should receive official consent from the student, parent and guardian before releasing.

15. If a school corporation is interested in using the Indiana E-Transcript who might they contact?

Catisha Coates at the Indiana Commission for Higher Education works with Indiana schools implementing the Indiana E-Transcript. Contact Catisha at catishac@che.in.gov or learn more at http://www.learnmoreindiana.org/counselors/highschool/AcademicGuidance/Pages/Indiana_e-Transcript.aspx

16. Are there other ways to meet the PE/Health credits so the transcript reflects that the student met diploma requirements?

Yes. 511 IAC 6-7.1-9 states that a school board may recognize military experience. A maximum of four credits may be recognized for basic training (2 credits for physical education and 2 credits for health and wellness with one credit granted for each three months of service).

In addition, 511 IAC 6-7.1-4 states that the health and wellness credit requirement may be waived for a student if the student's program includes one of the following:

- Three credits for the following family and consumer sciences courses: Child Development and Parenting, Human Development and Family Wellness, Interpersonal Relationships, Nutrition and Wellness, or Orientation to Life and Careers or Adult Roles and Responsibilities.
- Two credits for the following health careers education courses offered through career-technical programs: Integrated Health Sciences I and Integrated Health Sciences II.

Finally, for a student who qualifies under the religious objection provision of

IC 20-10.1-4-7, a one credit substitution of either a science, family and consumer sciences, or health and physical education credit may be used to fulfill the Health and Wellness credit requirement.

RESOURCES

Indiana Academic Standards

<http://dc.doe.in.gov/Standards/AcademicStandards/index.shtml>

Attendance Report

<http://www.doe.in.gov/stn/Sections/AT/Attendance.html>

Certificates/Non-diploma Memo from State Board of Education

<http://www.doe.in.gov/sservices/counseling/non-diplomas.pdf>

Commission on Public Records

<http://www.state.in.us/icpr/>

Course Abbreviations

http://www.doe.in.gov/stn/pdf/subject-and-level_codebook10.pdf

Course Titles and Descriptions

<http://www.doe.in.gov/publications/courses.html>

Diploma requirements

511 IAC 6-7: http://www.in.gov/legislative/iac/iac_title?iact=511&iaca=6&submit=+Go+
http://www.doe.in.gov/core40/diploma_requirements.html

E-transcripts

<http://www.docufide.com/index.jsp>

Family Educational Rights and Privacy Act (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

General Guidance For Students

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Guidance Regarding Transfer Credits of International Students

http://www.doe.in.gov/lmmp/pdf/Transfer_Credit_Guidance.pdf

Immunization Requirements

<http://www.doe.in.gov/sservices/healthservices/index.html> (Look under Immunization.)

IHSAA

<http://www.ihsaa.org/dnn/About/ByLaws/tabid/91/Default.aspx>

NCAA Clearinghouse – High School Administration

https://web1.ncaa.org/eligibilitycenter/hs/index_hs.html

Transcript Legislation

<http://www.in.gov/legislative/ic/code/title20/ar33/ch2.html>

DEFINITIONS

The following definitions may be helpful in preparing a student's transcript.

Absence

An absence occurs whenever a student is not in school when school is in session and the student is not engaged in an educational activity approved by the local school board or school administrative staff. Whether the absence is excused or unexcused, it is to be recorded as an absence on the official transcript. There are four statutory exceptions to recording a student as absent: service as a page; service during an election; appearance in court by subpoena; and National Guard duty (see [IC 20-33-2-14](#)). Also, it is the legal opinion of the Department of Education's General Counsel that suspended and expelled students are not to be counted as absent.

Attendance

An attendance record must be included as part of a student's transcript per [IC 20-33-2-13](#).

IC 20-33-2-17.5 Compulsory attendance; exceptions; educationally related non classroom activity

Sec. 17.5. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non classroom activity. Any educationally related non classroom activity and non classroom activity must meet all the following conditions:

- (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
- (2) Facilitates the attainment of specific educational objectives.
- (3) Is a part of the goals and objectives of an approved course or curriculum.
- (4) Represents a unique educational opportunity.

(5) Cannot reasonably occur without interrupting the school day.

(6) Is approved in writing by the school principal. As added by P.L.185-2006, SEC.14.

Class rank

A student's class rank is the academic position relative to the all students in the same graduating class and is often based on the earned GPA.

Educational Record

Educational record as defined in IC 20-33-7-1 means information that is recorded by a nonpublic or public school and concerns a student who is or was enrolled in the school.

Grade Point Average (GPA)

Grade Point Average is often calculated by totaling all earned points, including all weighted courses, on a four point scale. If a school chooses to use a scale other than the four point scale, that grading scale should be explained either on the transcript or in an attachment to it. Generally, the GPA is the total value of all grades earned, divided by the total number of credits attempted, to determine the cumulative grade point average earned by the student for all coursework taken in high school. Grades for credit-bearing courses (including physical education and health) that appear on the transcript should not be omitted from the GPA calculation.

Transcript

A transcript refers to a copy of a student's academic record which includes all courses taken, grades received, academic honors bestowed, type of diploma awarded, and other pertinent information. When a student changes schools, the cumulative transcript is transferred from school to school. When applying to college, students generally request that official transcripts be sent by the issuing school with an original signature of a school official and seal.

Weighted grades

It is a local option to add an additional weighted factor for honors courses taken at the high school level. For example, an "A" in an honors course is given five points instead of four in the calculation of the GPA. There is no standard for the use of weighted grades. It is a local decision to establish such a system; however, the use of a weighted grading system must be explained on the student's transcript.

Appendix A

IC 20-33-2-13

High school transcripts; required contents

Section 13.

- (a) A school corporation shall record or include the following information in the official high school transcript for a student in high school:
 - (1) Attendance records.
 - (2) The student's latest ISTEP program test results under IC 20-32-5
 - (3) Any secondary level and postsecondary level certificates of achievement earned by the student.
 - (4) Immunization information from the immunization record the student's school keeps under IC 20-34-4-1.
 - (5) Any dual credit courses taken that are included in the core transfer library under IC 21-42-5-4.
- (b) A school corporation may include information on a student's high school transcript that is in addition to the requirements of subsection (a).

As added by P.L.1-2005, SEC.17. Amended by P.L.140-2008, SEC.8.